

## Discussion of Common Standard Addendum for New Program Proposals

### June 2013

#### Overview

This report discusses the *Common Standards New Program Addendum* that is used in the case of new program proposals. In particular, staff proposes changes in the addendum in an effort to gather better information about how a newly proposed educator preparation program integrates into an institution's unit system and to streamline the process for approval.

#### Staff Recommendation

Staff recommends that the revised *Common Standards New Program Addendum* (Appendix B) template be approved

#### Background

In November 2008, the Commission adopted revisions to the Common Standards. ([Agenda Item 2B](#)). These revisions were developed to ensure that the Common Standards appropriately address all the types of institutions eligible to sponsor educator preparation programs in California. All institutions hosting accreditation site visits beginning in the 2009-10 year were required to meet the Commission's nine Common Standards as adopted in November 2008. In addition, all institutions proposing new programs were required to submit a full Common Standards document in addition to the program standard document as part of the approval process.

In May 2010, the *Common Standards New Program Addendum* was created in an effort to provide institutions who had already submitted a full response to the 2008 Common Standards a more streamlined approach when submitting a new educator preparation program for approval ([PSA 10-11](#)). The *Common Standards Addendum* template currently includes nine questions to assist an institution in providing information about how a newly proposed educator program will integrate into the institution's unit system (Appendix A).

The nine guiding questions presently included in the *Common Standards New Program Addendum* template have proven to be broad in scope and, as a result, allows institutions to submit a variety of responses. The result is that the review of this documentation can take significant time and a number of resubmissions to obtain sufficient information.

In February 2013, staff proposed revisions to the *Common Standards Addendum* questions in order to help institutions provide better information about how a newly proposed educator program fits into an institution's unit system. By being a bit more directive about what it is that the Commission needs to know with respect to institutions that are already approved to operate and that are submitting a proposal to offer a new credential program, it is expected that this aspect of the review process can be conducted in a more timely manner.

During the February meeting, the COA agreed that the revisions to the Common Standards Addendum template was necessary but recommended that language be included that more clearly explains the differences between "program" and "unit," and that language be added in

Common Standards Addendum 4 to reflect the hiring of qualified “diverse” faculty. These additions are reflected in the draft Common Standards Addendum template (Appendix B).

**Next Steps**

Based on the COA approval of the proposed questions, the new template will be posted and institutions will be made aware of the revised Common Standard Addendum through a Program Sponsor Alert. Technical assistance will be provided to institutions that need additional assistance.

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## Appendix A Common Standards Addendum

When an institution elects to propose a new educator preparation program, the institution must submit a Common Standards Addendum addressing how the new educator preparation program will integrate into the education unit. The institution must provide information addressing the following questions with respect to the proposed program.

Standard 1	Who in the Unit will have <i>leadership</i> responsibilities for this program?
Standard 2	How will evaluation of this program fit into the <i>Unit Assessment System</i> ?
Standard 3	How will this program be supported with <i>resources</i> ?
Standard 4	What will be the criteria for selection of <i>faculty and instructional personnel for this program</i> ?
Standard 5	Are there particular <i>admission criteria</i> for the proposed program?
Standard 6	How will candidates be provided with timely and accurate information about the program? How will candidates requiring additional assistance be <i>guided and supported</i> ?
Standard 7	What will the <i>field experiences and clinical practice</i> include? How will sites be selected and evaluated?
Standard 8	What will be the criteria for selection of <i>district-employed supervisors</i> ?
Standard 9	What will be the program <i>assessments used to determine candidate competence</i> as they move through the program?

Once the new educator preparation program has been approved, the institution is responsible for incorporating information from the **Common Standards Addendum** into the institution's Common Standards Document and submitting an updated electronic copy to the CTC.

For more information on when an institution submits a response to the Commission's Common Standards please access PSA 10-11: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-11.pdf>

NOTE: If an institution's full response to the Common Standards (2008) has been submitted, reviewed and approved through the accreditation system, then the institution need only submit an addendum providing information that is specific to the proposed educator preparation program.

If the institution has not submitted a response to the revised Common Standards (2008), and if it is scheduled for an accreditation site visit within one year of the submission of the proposed educator preparation program, the submission and review of the institution's response to the 2008 Common Standards may be delayed until the site visit at the request of the institution. Requests must be submitted to the Administrator of Accreditation.

## Appendix B Proposed Revised Common Standards Addendum

A Commission approved program sponsor that proposes a new educator preparation program must submit responses to Common Standards Addendum addressing how the new educator preparation program will integrate into the existing education unit structure. **An education Unit gathers data related to the Common Standards across all of the institution's approved teacher preparation Programs. The data collected is analyzed for use in ongoing Unit and Program(s) evaluation and improvement.** More information about the relationship/differences between Unit and Program is provided in the *Common Standard 2 Technical Assistance webcast and handouts* located at <http://www.ctc.ca.gov/educator-prep/webcasts.html>.

*Directions: The CTC requests the following information regarding the implementation of the proposed new program. Should the current Common Standard document already explain how the institution will address these issues, with no differences for the proposed program, please provide a statement of assurance that the newly proposed program will adhere to the approved Common Standard response and include a hyperlink to the related section in the Common Standard, or copy the cited section of the Common Standard into your response.*

Common Standard Addendum	Narrative Describing How the New Educator Preparation Program Integrates into the Educational Unit
<b>Common Standard 1 Addendum: Educational Leadership</b>	
Provide the unit or division where the program will be housed and the name and title of the person in charge of said unit/division	
Provide the name and title of the person who will have day-to-day oversight of the program.	
Provide the name and title of the person who will have fiscal oversight of the proposed program.	
Provide information on how the proposed program will be represented at unit meetings and in unit activities (e.g. organizational meetings, budget decisions)	
<b>Common Standard 2 Addendum: Unit and Program Assessment System</b>	
Your institution has an established Unit accreditation system and a response to Common Standard 2 that describes that Unit accreditation system. Please describe the ways in which the proposed Program will be incorporated into the Unit accreditation system, if different from the manner in which all other programs are included in the institution's response to C.S. 2. If there is no difference, please indicate so.	
<b>Common Standard 3 Addendum: Resources</b>	
Identify the fiscal, personnel, and information resources needed by the proposed program.	

**Appendix B**  
**Proposed Revised**  
**Common Standards Addendum**

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Describe the process for determining what resources are needed to ensure effective implementation of the program and the process for ensuring these resources are allocated by the institution, if different from what is contained in the institution's Common Standard response to C.S. 3. If there is no difference, please indicate so.	
<b>Common Standard 4 Addendum: Faculty and Instructional Personnel</b>	
Describe the criteria <i>specific to the proposed program</i> that will be used to determine the selection and hiring of qualified diverse faculty and instructional personnel, if different than the institutions' response to the C.S. 4 for all other programs. If there is no difference, please indicate so.	
Describe the preparation and support provided to faculty and instructional personnel (e.g. orientation, skills training, networking opportunities), if different than what is described in the institution's response to C.S. 4 for all other programs. If there is no difference, please indicate so.	
<b>Common Standard 5 Addendum: Admissions</b>	
Will the admissions criteria and institutional procedures for admission for this program differ from that for other programs as described in the institutions' response to C.S. 5? Please include any specific employment requirements established by the CTC (e.g. verification of prerequisite credential). If there is no difference, please indicate so.	
<b>Common Standard 6 Addendum: Advice and Assistance</b>	
Please describe how and when candidates will receive programmatic and academic information (e.g. progress towards completion, deadlines) if different from that described in the institution's C.S. 6 response for all other programs. If there is no difference, please indicate so.	
Please describe how and when candidates requiring assistance will: 1) be identified, and 2) receive	

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guidance and support, if different from that described in the institution's response to C.S. 6 for all other programs? If there is no difference, please indicate so.	
<b>Common Standard 7 Addendum: Field Experience and Clinical Practice</b>	
Please describe how the institution will monitor the overall effectiveness of the field experience and clinical practice component of the proposed program?	
Please describe the process for identifying, selecting, and evaluating field experience and clinical practice sites and how the institution will monitor the appropriateness of these sites, if different from that contained in the institution's response to C.S. 7 for all other programs. If there is no difference, please indicate so.	
<b>Common Standard 8 Addendum: District Employed Supervisors</b>	
Please describe how the institution will oversee the effectiveness of the criteria for the selection, preparation, and support for district employed supervisors for the proposed program if it differs from what is contained in the institution's response to C.S. 8, for all other programs. If there is no difference, please indicate so.	
Please describe how the institution will ensure that the district employed supervisors are sufficiently prepared (e.g. orientation, training, networking opportunities) to serve in their roles, if different from that which is described in the institution's response to C.S. 8, for all other programs? If there is no difference, please indicate so.	
<b>Common Standard 9 Addendum: Candidate Assessment</b>	
Please identify the assessments that will be used to determine candidate competence as they progress through the proposed program. Please identify the processes used to determine candidate competency and completion of requirements.	
Please describe how the institution will oversee the effectiveness of the assessments used and the processes in place to determine candidate competency, if different from that described in the institution's response to C.S. 9 for all other programs.	